

YWCA Empowerment Center Director

JOB DESCRIPTION

Send resume to *Emily Gipe, YWCA Clinton HR Director*: financialdev@ywcaclinton.org

Position: Empowerment Center Director

Pay Type: Dependent Upon Experience

Work Schedule: Full-time, Flexible

Reports to: Executive Director

Evaluated by: Executive Director

With feedback provided from: Personnel Committee

Job Summary

The Empowerment Center Director is responsible for the administration and direct services of the Empowerment Center, currently including Homeless and Homeless Prevention Services in Clinton and Jackson Counties in Iowa.

Requirements

- BA in Social Work, Human Services or related fields and/or experience.
- Maintain Driver's License
- Maintain adequate Insurance
- Criminal record check
- Child Abuse record check
- Grant writing, fundraising and fiscal management experience preferred

Job Responsibilities

- Acknowledges the YWCA Mission
- Overall administration of Empowerment Center programs
- Serve as a representative of the agency. Responsible for representing themselves in a positive and dynamic manner to all patrons.
- Network positively with other community agencies, as well as other departments within the YWCA
- Attend local, regional and state meetings within scope of department and bring vital information back to staff and Executive Director
- Other duties as assigned by the Executive Director

Programs

- Coordinate and monitor department performance, accountability and short and long-term planning
- Coordinate with Case Managers regarding day-to-day activities and staff evaluations
- Provide direct services to participants in programs as required
- Maintain program/staff certification levels to the highest possible level

Financial/Grant management

- With Executive Director prepare annual projected department budget
- Maintain and update actual department budget
- Written and oral presentations to current and potential sources
- Maintain statistical reporting system to accurately report to funding sources and the public
- Submit required documentation and reports to funders
- Ensure compliance with grant requirements

Personal Qualifications

- Maintain confidentiality
- Reliability and punctuality
- Adheres to counseling ethics
- Ability to work independently
- Ability to work flexible hours and willing to travel (some overnights)